

COLLEGE OF GRADUATE STUDIES



APPLICANT HANDBOOK

A complete, step-by-step walkthrough of the GRAD-
ADMISSION online system — from creating your account
to submitting payment.

Master & Higher Grad. Diploma & Doctoral Programmes

Welcome, future graduate researcher.

This handbook belongs to every applicant working through the College of Graduate Studies' online admission portal — whether you're applying to a Master's programme taught in Thai, or a Doctoral programme taught in English.

Each chapter mirrors a real screen inside the system, in the exact order you'll encounter it: account, programme, application, documents, and payment.

Applications are accepted all year round, so there's no need to rush — read a section, complete it in the portal, then come back for the next.

College of Graduate Studies

grad.walailak@gmail.com

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DEGREE LEVELS —
MASTER'S &
DOCTORAL

5

PARTS TO THE
APPLICATION FORM

9

DOCUMENTS IN THE
ATTACHMENT
CHECKLIST

\$500

NON-REFUNDABLE
APPLICATION FEE

GETTING READY

Before you begin

Applications to Walailak University's graduate programmes are accepted all year round through grad-admission.wu.ac.th. Before you create an account, confirm that you meet the minimum English-language requirement for your intended degree level.

General Admission

- Open to applicants of all nationalities.
- **Master's programme** — an official score of at least TOEFL 450 (paper-based), 153 (CBT), 61 (iBT), IELTS 5.0, or CEFR B1.
- **Doctoral programme** — a minimum score of TOEFL 450 (paper-based), 153 (CBT), 45 (iBT), IELTS 5.0, or CEFR B1, with a required score of TOEFL 500 (paper-based), 173 (CBT), 61 (iBT), IELTS 5.5, or CEFR B2.

Funded Scholarship

- Open to applicants of all nationalities.

More Info. via <https://grad.wu.ac.th/wu-scholarships/>

What you'll need on hand

- 1 A scanned copy of your transcript and graduation certificate.
- 2 A copy of your national ID card or passport.
- 3 Your English test score report, if applicable.
- 4 A bank transfer or e-payment method for the ฿500 application fee.

Need help?

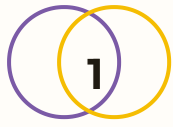
Every screen in the portal includes an information icon —



— tap it any time to see the full eligibility criteria for the field you're filling in.

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STEP 01



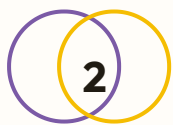
ACCOUNT ACCESS

Sign in to the portal

- 1 Go to **grad-admission.wu.ac.th** in any web browser.
- 2 Select **Login** from the top navigation bar. New applicants should use the **signup** link instead.
- 3 Enter your **Username** and **Password**, then select **Login** to continue.

Forgotten your password? Use the "reset it" link on this same screen – see page 12 for the full walkthrough.

STEP 02



PROGRAMME LEVEL

Choose a degree level

- 1 From the **Home** menu, review the two levels of graduate study on offer.
- 2 Select the level that matches the programme you intend to apply for.

Master's Degree

Doctoral Degree

All levels accept applications on a rolling, year-round basis.

STEP 03



FACULTY & MAJOR

Select your faculty and programme

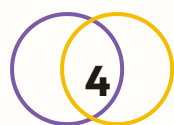
- 1 Browse the list, grouped by school or college, to find the faculty offering your intended major.
- 2 Select the radio button beside the programme you wish to apply for. Note whether it runs as a *Regular* or other type of programme.
- 3 Select **Choose** to lock in your programme and continue to the application form.

The screenshot shows a web browser window with the address bar displaying 'grad-admission.wu.ac.th/programmes'. The form is titled 'Proposed Major' and contains the following fields:

Major	M.Sc. in Agriculture and Food Science (Teaching in English)
Program	College of Graduate Studies
Prospective Degree	Masters Degree
Type of Program	Regular program
Study Place	Walailak University, Nakhon Si Thammarat
Term	1/2025
Proposed Thesis Title	

At the bottom of the form, there are two buttons: a purple button labeled 'Filling Out An Application' and a white button labeled 'Choose a New Program'.

STEP 04



APPLICATION FORM

Complete your application in five parts

Confirm the programme details are correct, then select

Filling Out An Application to open the form. Work through each of the five parts below — you can save and return at any time.



4.1 Personal Details

Begin with your proposed major — the system carries forward the programme, school, and degree level you selected in Step 03. Confirm these, then fill in your personal information, contact details, and (if required) a proposed thesis title.

Major	Carried over from Step 03
Programme	College / school
Type of Programme	e.g. Regular
Study Place	Campus location
Term	Intended intake
Proposed Thesis Title	If applicable

Masters Degree Application Form

มหาวิทยาลัยเทคโนโลยีสุรนารี
College of Graduate Studies Walailak University
Home Tracking Logout (wugradadmission68)

Masters Degree Doctoral degree

Masters Degree

Please choose the program you wish to apply.

Name	Type of Program
School of Architecture and Design	
☐ MArch in Architecture and Design (Teaching in Thai)	Regular program
College of Graduate Studies	
☒ MSc in Agriculture and Food Science (Teaching in English)	Regular program
School of Public Health	
☐ MPH in Public Health Research (International Program) - Semester System	Regular program

Academic & employment record

4.2 Education Qualifications

Report your GPA on a 4.00 scale. If your institution grades differently, use the optional conversion formula so your record is compared fairly against Walailak's admission threshold.

- 1 Set your **Level of Education**, e.g. Bachelor Degree.
- 2 Choose a **Conversion formula** only if your scale isn't already out of 4.00.
- 3 Enter your **Score** and a short description of the grading system, if useful.

The screenshot shows the 'Masters Degree Application Form' interface. At the top, there's a title bar with three colored circles (red, yellow, green) and the text 'Masters Degree Application Form'. Below the title bar is a navigation bar with a back arrow and the text 'Choose a New Program'. The main content area is titled 'Masters Degree Application Form' and contains a progress indicator with five steps: 1 Personal Details, 2 Education Qualifications (highlighted), 3 Employment History, 4 Others History, and 5 Others. The 'Education Qualifications' section includes a heading 'GPA for Admission Consideration', a link 'Additional explanation regarding grade conversion', and a text area for 'Please provide your GPA based on a 4.00 grading scale. If your academic records use a different grading system, kindly specify your grades so that they can be converted to the 4.00 scale.' Below this is a 'Level of Education*' dropdown menu set to 'Bachelor Degree', a 'Conversion formula (Optional)' dropdown menu set to 'Choose...', and a 'Score' input field.

4.3 Employment History

List your work history in chronological order, from your earliest role to your present one. If this is your first application into the workforce, simply mark the field below instead.

- 1 Add each employer, role, and date range in order — oldest first.
- 2 Never worked before? Check **Never worked before** and continue.

The screenshot shows the 'Masters Degree Application Form' interface. At the top, there's a title bar with three colored circles (red, yellow, green) and the text 'Masters Degree Application Form'. Below the title bar is a navigation bar with a back arrow and the text 'Choose a New Program'. The main content area is titled 'Masters Degree Application Form' and contains a progress indicator with five steps: 1 Personal Details, 2 Education Qualifications, 3 Employment History (highlighted), 4 Others History, and 5 Others. The 'Employment History' section includes a heading '**please fill the employment history in order from the old work to the present' and a checkbox 'Never worked before' which is checked. At the bottom of the form, there are 'Back' and 'Next' buttons.

Achievements & English proficiency

4.4 Other History

Share any research experience — awards, scholarships, or similar recognitions — and list your publications, such as research papers. Leave the defaults checked if these don't apply to you.

Research Experiences Awards, scholarships, etc.

Publications Research papers, etc.

Nothing to report? Tick "Never awards, scholarships etc." and "Never publishing research papers etc." and select Next.

4.5 Others — English Language Proficiency

If you completed a higher-education degree at an institution where English was the language of instruction, note the university and country. Otherwise, submit a valid English test score — see page 13 for the exact thresholds by degree level.

- 1 Answer whether English was your prior institution's teaching language.
- 2 If not, choose your **Test type** (TOEFL, IELTS, or CEFR) and enter your score.

Scores are valid for two years from the test date.

STEP 05



ATTACHMENT CHECKLIST

Upload your supporting documents

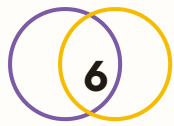
Each file must be under 2 MB, in PNG, JPG, PDF, DOC, or DOCX format. Items marked **REQUIRED** must be attached before you can submit — the rest can be added later from your Tracking page.

1 A Copy of Transcript Required	2 A Copy of Graduation Certificate Required
3 A Copy of National ID Card or Passport Required	4 A Copy of English Test Score If applicable
5 Research Proposal Optional	6 Bank Statement Optional
7 Recommendation Letter Optional	8 Other Supportive Documents Optional
9 Payment Slip Add after you complete Step 07 — Payment	

- 1 Select **Attach file here** beside each document.
- 2 Choose the file from your device and confirm the upload.
- 3 Repeat for every required item, then continue to submit your application.

The screenshot shows a web browser window titled "Masters Degree Application Form". Inside, there's a section titled "Attachment Check List" with the text "You can attach files later." Below this, there are three items listed: "1. A Copy of Transcript*", "2. A Copy of Graduation Certificate*", and "3. A Copy of National ID Card or Passport*". Each item has a button labeled "Attach file here" next to it. At the bottom, there are two red asterisks: "*In each section, the file size must not exceed 2 MB." and "*Supported file formats are PNG, JPG, PDF, DOC, and DOCX."

STEP 06



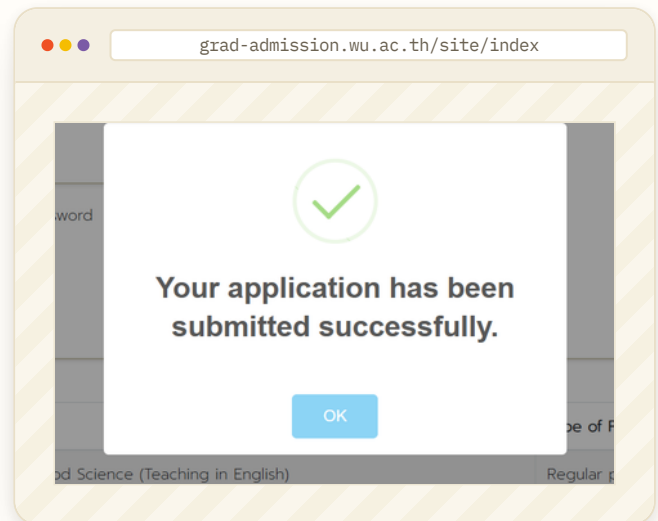
CONFIRMATION

Submit your application

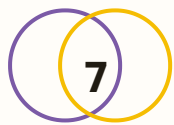
Once every required field and document is complete, review your application one final time, then confirm submission. A success dialogue confirms your application has been received.

After you submit

You'll be able to track your status, edit attachments, and complete payment from the **Tracking** menu at any time.



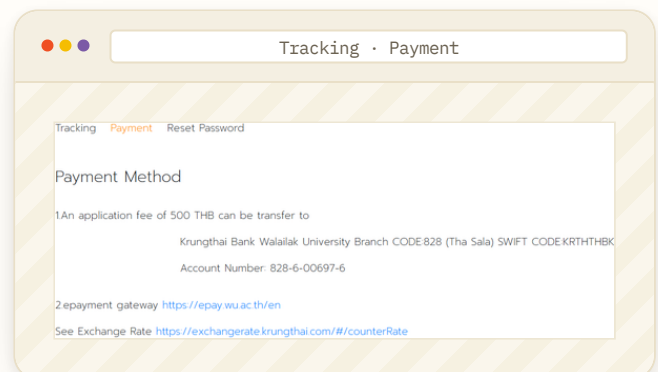
STEP 07



APPLICATION FEE

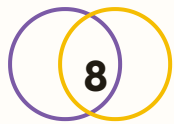
Complete your payment

- 1 Open the **Tracking** menu, then select **Payment**.
- 2 Pay the ฿500 application fee by bank transfer or e-payment gateway.
- 3 Upload your payment slip to item 9 of the Attachment Checklist.



Bank	Krungthai Bank
Branch	Walailak University (Tha Sala) · 828
Account No.	828-6-00697-6
SWIFT Code	KRTHTHBK
E-Payment Gateway	epay.wu.ac.th/en

STEP 08



ACCOUNT MANAGEMENT

Manage your account after applying

Everything below lives inside the **Tracking** menu, so you can return to your application whenever you need to.

Reset Your Password

- 1 Open **Tracking**, then select **Reset Password**.
- 2 Enter your current password, followed by a new one.
- 3 Confirm the new password and select **save**.

Review Your Attachments

- 1 Open **Tracking**, then select the **view** icon beside a document.
- 2 Check the file that was received, and re-upload if it needs replacing.
- 3 All nine checklist items remain editable via **Attachment Check List**.

AT A GLANCE

Eligibility & scoring reference

Wherever you see an information icon in the portal, it opens the criteria below for the field you're completing. Keep this page handy while filling in Part 4.5 of your application.

General admission — minimum English scores

PROGRAMME	TOEFL (PAPER)	TOEFL CBT	TOEFL IBT	IELTS	CEFR
Master's — required	450	153	45	5.0	B1
Doctoral — minimum	450	153	45	5.0	B1
Doctoral — required	500	173	61	5.5	B2

Funded scholarship criteria

Doctoral programme

REQUIREMENT	BACHELOR'S-DEGREE HOLDERS	MASTER'S-DEGREE HOLDERS
Minimum cumulative GPA	3.40 / 4.00	3.60 / 4.00
Minimum English score	TOEFL 500 (paper) · 173 (CBT) · 61 (iBT) · IELTS 5.5 · CEFR B2	
Nationality	Open to all nationalities	

Master's programme

REQUIREMENT	BACHELOR'S-DEGREE HOLDERS
Minimum cumulative GPA	3.00 / 4.00
Minimum English score	TOEFL 450 (paper) · 153 (CBT) · 45 (iBT) · IELTS 5.0 · CEFR B1
Nationality	Open to all nationalities

Application fee

A non-refundable ฿500 application fee applies to every submission, payable by bank transfer or the university's e-payment gateway. See Step 07, page 10.

Rolling admission

Applications are accepted all year round — there is no fixed deadline, though earlier submissions allow more time for review before your intended term.

Good luck with your application.

For questions at any stage of the GRAD-ADMISSION process, the College of Graduate Studies team is one message away.

grad.walailak@gmail.com